



## State of Nevada – Department Of Personnel

### CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
<b>POLYGRAPH EXAMINER</b>	<b>35</b>	<b>B</b>	<b>11.289</b>

Under general direction, Polygraph Examiners conduct polygraph examinations of suspects, victims and witnesses in criminal cases and/or applicants for employment, as requested by State and local law enforcement agencies and other agencies within the State.

Review case information and/or meet with investigative personnel to identify issues to be covered in the examination process, determine appropriate polygraph technique to be used and write preliminary questions using case information.

Explain examination procedures to examinee, including information concerning legal rights; obtain signature on consent forms according to established policies.

Ask general questions of examinee regarding physiological conditions, medications and other health factors to determine fitness for examination and/or impact on examination results.

Conduct preliminary interview and record information; formalize and review questions with examinee and modify as necessary.

Conduct pre-employment polygraph examinations; review applicant information and/or meet with the hiring authority to identify issues to be covered in the examination process; determine appropriate polygraph technique to be used and write preliminary questions using applicant information.

Conduct polygraph examinations designed to disclose information regarding current offenses, sexual history, or conditions of the examinee's probation including any amendments or special conditions.

Conduct polygraph examination asking questions to determine truth or deception using polygraph instruments; ask probing questions based on verbal and/or physical responses from examinee and/or testing instruments; score polygraph examination and determine results.

Advise examinee of results; when results indicate a deceptive response, interrogate examinee for further clarification.

Write report of findings to finalize examination results and distribute to requesting entity.

Calibrate polygraph instruments to ensure accurate test results; operate and maintain sound and video recording equipment.

Provide expert testimony in court and at hearings concerning the validity of information provided by suspects, witnesses and others involved in criminal proceedings.

Perform related duties as assigned.

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## MINIMUM QUALIFICATIONS

### SPECIAL NOTES AND REQUIREMENTS:

- \* Candidates must qualify for the polygraph examiner licensure within six months of appointment.
- \* Pursuant to NRS 284.4066, all positions in this class have been identified as affecting public safety. Persons offered employment in this series must first submit to a pre-employment screening test for controlled substances.
- \* Candidates must successfully pass a background investigation prior to consideration for appointment.

**EDUCATION AND EXPERIENCE:** Graduation from high school or the equivalent and five years of law enforcement experience, two years of which included administering polygraphic examinations related to criminal investigations and pre-employment screening; **OR** an equivalent combination of education and experience. (*See Special Notes and Requirements*)

**ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES** (required at time of application):

**Working knowledge of:** principles, practices and procedures of conducting polygraph examinations; principles and techniques of interrogation and interviewing; operation and calibration of polygraph equipment; pharmacology and physiology as related to polygraphic examinations; legal rights of citizens; and court procedures. **General knowledge of:** criminal and case State laws applicable to criminal investigations. **Ability to:** maintain cooperative and effective working relationships with other law enforcement agencies, government officials, the judicial system, and the general public; conduct interviews and interrogations; independently conduct polygraph examinations; recognize emergency or dangerous situations and take appropriate action; gain the confidence of others; write concise, logical comprehensive reports; read and interpret statutes and agency policies and procedures; testify in court; maintain current knowledge of computerized polygraph equipment and techniques.

**FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES** (typically acquired on the job):

**Detailed knowledge of:** appropriate use and care of polygraph equipment; State and federal criminal cases applicable to conducting interviews, interrogations and polygraph examinations. **Working knowledge of:** State and federal laws, agency policies and procedures. **Ability to:** transcribe from a tape; read and interpret court orders, legal documents, complaints and judgments; orally present information and findings in a clear, concise manner before management, State officials and the judicial system; discuss and explain agency policies and procedures to persons of various backgrounds.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

11.289

ESTABLISHED: 12/24/97UC